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UNITED STATES CIVIL SERVICE COMMISSION  
WASHINGTON, D. C.

Instructions to Applicants  
Twelfth U. S. Civil Service District

Headquarters at  
SAN FRANCISCO, CALIF.

*BEFORE WRITING for INFORMATION see that your inquiry is not answered in this pamphlet  
A form of request for an Application Blank is printed on the last page*



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**T**HIS PAMPHLET contains information concerning examinations for and appointments to certain parts of the Federal classified civil service in the field—that is, outside of Washington, D. C.—and within the Twelfth United States Civil Service District. For information about Federal civil positions not covered by this publication—

Consult the Secretary of the Local Board of Civil Service Examiners at the post office or customhouse in any city; or

Write to the Secretary, Twelfth United States Civil Service District, Post Office, San Francisco, Calif.; or

Write to the United States Civil Service Commission, Washington, D. C.

When writing for application blanks or for information, the name of the examination desired should always be stated.

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## **INSTRUCTIONS TO APPLICANTS, TWELFTH UNITED STATES CIVIL SERVICE DISTRICT.**

### **TWELFTH UNITED STATES CIVIL SERVICE DISTRICT.**

1. The Twelfth United States Civil Service District is one of 13 districts which have been established for convenience in holding examinations and making certifications for filling vacancies in certain field positions. The twelfth district comprises the States of Arizona, California, and Nevada, and has headquarters at San Francisco, Calif.

2. All Federal civil-service work in the Twelfth Civil Service District is under the direction of a district secretary, subject to the supervision of the United States Civil Service Commission. The district secretary should be addressed: "Secretary, Twelfth U. S. Civil Service District, Post Office, San Francisco, Calif."

### **GENERAL INFORMATION.**

3. **Procedure in applying for examination.**—Vacancies in all positions covered by this publication are filled through open competitive examination, unless filled through reinstatement, transfer, or promotion. Examinations are open to all citizens of the United States who meet the requirements. A formal application is required for every examination. A form of request for an application blank is printed on the last page. The application blank when received should be carefully filled out in accordance with the instructions printed thereon and mailed without delay to the secretary of the Twelfth United States Civil Service District, San Francisco, Calif. If the applicant is found to be qualified for the examination requested, and a written test of knowledge is required, a card will be sent to him in ample time to admit him to the examination. (See pars. 207 to 219 for method of making registers of the names of those who pass examinations.)

4. A number of communications are received in which the writers fail to give their full post-office addresses, and in many cases the letters are not signed. Applicants should see that their names are plainly and correctly written and their post-office addresses (city, street, and number) are given in full. Many applications fail to reach the district secretary because of insufficient postage. It is not necessary to inclose postage stamps to insure the receipt of a reply from the district secretary. When forwarding an application, letter, or other communication to the district secretary, the address of the sender should be placed in the upper left-hand corner of the envelope.

5. For information concerning vacancies and salaries of positions in any Federal office inquiry should be made of the official in charge of the office.

6. **Persons who may not be examined.**—The commission is authorized to exclude a person from any examination for any of the following reasons:

(a) That he is not a citizen of, or does not owe allegiance to, the United States. (See pars. 33 to 36.)

(b) That he is, on the date of the examination, under the minimum or over the maximum age limit. (See pars. 28 and 29.)

(c) That he has any of the following defects: Bright's disease; malignant tumor (cancer, etc.); diabetes; epilepsy; any abnormal hardening of the arteries (arteriosclerosis); transmissible disease, including syphilis, gonorrhoea, and chancroid, also

tuberculosis (active or arrested for a period of less than one year); insanity or mental illness sufficiently definite to affect the usefulness of applicant; seriously defective vision of both eyes, inconvertible by glasses; progressive myopia; progressive or disabling paralysis; uncompensated valvular disease of the heart; loss of both arms, both legs, or arm and leg; hands, arms, feet, legs, or body so injured, crippled, or deformed as to seriously affect usefulness; chronic alcoholism or drug addiction: *Provided*, That the applications of persons who have lost limbs or parts of limbs, but who have demonstrated dexterity either with or without the use of artificial substitutes, will be accepted for examinations where physical ability is of subordinate importance.

Applicants who have organic heart disease will be required to submit medical certificates from two physicians, except where the examining physician is a commissioned officer of the Army, Navy, or Public Health Service, or a physician of the United States Veterans' Bureau, or is a designated examiner of the commission and a Federal official or employee. If the defect is not fully compensated the application will be disapproved.

Other physical defects—e. g., fallen or misplaced arch of foot; color blindness; hernia (rupture); defective hearing, speech, etc.—will also debar from examination when in the judgment of the commission such defects may impair the individual's efficiency or give rise (by aggravation due to employment or by endangering fellow workers) to a claim under employees' compensation acts.

Where an eligible who has a physical defect not sufficient to bar him from examination is certified for appointment and objection is made by the appointing officer because of such defect, the commission will give further consideration to the case and will sustain such objection if it is found that the defect is a disqualification for the position for which certification was made.

The President has authorized, on the recommendation of the commission, an amendment to the civil-service rules which permits the commission to exempt from the physical requirements established for any position a disabled and honorably discharged soldier, sailor, or marine upon the certification of the Veterans' Bureau that he has been specially trained for and has passed a practical test demonstrating his physical ability to perform the duties of the class of positions in which employment is sought. The commission is also permitted, in its discretion, to waive the physical requirements in the case of a disabled veteran not so trained to permit his examination.

(d) That he is addicted to the habitual use of intoxicating beverages to excess, or to the use of opium, morphine, or other narcotic drug.

(e) That he has, within nine months, passed the same examination for which he again desires to apply, with certain exceptions as provided in paragraphs 12 and 13.

(f) That he has been dismissed from the Federal service for delinquency or misconduct within one year preceding the date of his application. Whether or not an application will be accepted after the expiration of a year from a person dismissed from the service, rests with the commission, and each case of this character will be considered on its individual merits.

(g) That he has failed after probation to receive absolute appointment to the position for which he again applies within one year from the date of the expiration of his probationary service. (See par. 218.) If the application is made after the expiration of a year, the circumstances which resulted in the failure of absolute appointment will determine whether or not the application will be accepted.

(h) That he has made a false statement in his application, or has been guilty of fraud or deceit in any manner connected with his application or examination, or has been guilty of crime or infamous or notoriously disgraceful conduct.

(i) That he has been dishonorably discharged from the United States Army, Navy, or Marine Corps.

7. **Deaf-mutes.**—The President, on April 7, 1909, issued the following order in regard to the admission of deaf-mutes to civil-service examinations:

Deaf-mutes may be admitted to examinations for all places in the classified civil service of the United States whose duties, in the opinion of the heads of the several executive departments, they may be considered capable of performing, and each department will furnish to the Civil Service Commission a list of such positions, which list shall not be changed without previous notice to the commission and in accordance with which the commission shall certify or withhold from certification deaf-mutes as they are reached in their order.

8. Form 1786, containing a list of examinations to which deaf-mutes will be admitted, will be sent upon request.



9. **Examination of enlisted men.**—Enlisted men will be admitted to examinations to which they are shown to be eligible; the question of their discharge, if offered civil appointment, will be determined by the military or naval authorities.

10. **Examination of persons holding positions in the classified civil service.**—A person holding a position classified under the civil-service law will not be permitted to compete in an examination of the same kind as that given for the position occupied or of the kind which resulted in appointment to the service until after three years from the date of appointment, with the following exceptions:

(a) In cases where separate registers for the different branches of the service are maintained for certain positions in the Departmental, Field, Philippine, and Panama Canal Services, the three-year limitation shall not apply to a person who has been appointed as a result of examination for one of those services and who desires to be examined for the same position in another of the four branches.

(b) The three-year limitation shall not apply to a person who is to be dismissed from the service within the three years on account of necessary reduction of force, or whose services will cease with those of the officer by whom he was commissioned, or who is unassigned with no definite prospect of reemployment, and who has not been examined within nine months of the date of the examination to which such person seeks entrance.

(c) The three-year limitation shall not apply to a person who has been appointed from the typist examination and who desires to take the stenographer examination or the stenographer-typist examination for the same branch of the service. In case such person passes the stenographer-typist examination his name will not be entered upon the typist register.

(d) The three-year limitation shall not apply to a person who has been appointed from the stenographer examination and who desires to take the typist examination or the stenographer-typist examination for the same branch of the service. In case such person passes the stenographer-typist examination his name will not be entered upon the stenographer register.

(e) The three-year limitation shall not apply to a person who has been appointed to the position of clerk in the Post-Office Service and who desires to enter an examination for carrier upon the establishment of city delivery service or experimental delivery service at his office.

11. It is not necessary for a person to resign a Government position in order to take an examination different from that required for the position occupied and different from that which resulted in appointment to the service.

12. **Reexamination.**—A person who passes an examination will not be allowed reexamination for the same position, or for any position covered by the same examination, until nine months after the date of the examination he has passed, whether or not his name has been three times certified for appointment. This restriction does not apply to a person who has passed an examination for the Departmental, Panama Canal, or Philippine Service and who desires examination for the Field Service, or vice versa, nor to a person who has passed an examination for the Field Service and who desires to enter the same kind of examination to become eligible for appointments for which he is not eligible as a result of the examination he has passed, provided, in any case, that he is eligible for examination under the regulations. A person who has been notified of failure to pass in an examination may, upon filing a new application in due time, enter the next examination when held; if, however, the reexamination is within two months of the first examination, the original application may be accepted for the second examination.

13. Reexamination under conditions other than those mentioned in the preceding paragraph will be granted only in very exceptional cases, in which injustice has for any reason been done or suffered, and in such cases the request for reexamination must be accompanied by a sworn statement of the alleged facts upon which it is

based. A simple statement that the applicant did not do himself justice will not be regarded as sufficient ground for allowing a reexamination. An applicant who is sick or who is recovering from sickness when he enters an examination, or who is taken sick during an examination, must abide by the result of his examination, whether or not he states in his declaration sheet that he is physically unable to do himself justice.

**14. Examinations of different kinds.**—A person can not be examined for more than one grade of positions on the same date, but may take as many different examinations held by the commission on different dates as he wishes, provided he meets the requirements in each case, and as a result of such examinations he may at the same time be eligible for appointment to several positions in the same branch or different branches of the service.

**15. Application blanks** are not furnished nor are applications accepted for any examination until it is announced. Full information as to examinations is given in the respective announcements.

**16. Caution against haste and carelessness.**—Many applicants fail to execute their applications properly or fail in the examinations not through a lack of knowledge, but largely through haste and carelessness in reading and interpreting questions and in writing the answers. In filling out the application great care should be exercised to comply with every requirement. In the examinations, while competitors must complete their work within a prescribed period, the time allowed is ample for the careful consideration of every question given.

**17. Form of application, and oath.**—Under the provisions of the civil service act and rules, an application for examination must be made under oath, in such form and manner and accompanied by such certificates as the commission may prescribe. The applicant must personally appear before an officer authorized to administer oaths and make oath to all the statements made by him in his application. Unless such officer is an employee of the Government and has been authorized by the commission to administer oaths, his signature must be authenticated by his official impression seal, or, if he has no such seal, his official character must be certified by the clerk of court, secretary of state, or other proper officer under official seal.

**18. Fraud in application, etc.**—Under sections 28 and 125 of the Criminal Code of the United States any false statement in an application, forgery, or alteration of a voucher or certificate, or the presentation to the commission of a paper containing such false statement, forgery, or alteration, is a violation of the law. Prosecutions in such cases have resulted in convictions under the statutes mentioned. The United States Supreme Court has held that it is not essential to charge or prove an actual financial or property loss to make a case of defrauding the United States under the statutes.

**19. Photographs.**—Each applicant for an examination which includes a mental test will be required to submit to the examiner on the day he is examined a photograph of himself, taken within two years, which will be filed with his examination papers as a means of identification in case he receives appointment. An applicant who files an application showing him to be eligible for examination will be sent a card on which to mount the photograph and to furnish necessary information in connection therewith. An applicant who fails to present a photograph to the examiner will not be admitted to the examination. In examinations which do not require the assembling of competitors for written tests, the photographs must be filed with the applications. Group photographs or proofs will not be accepted. Photographs will not be returned to applicants.

**20. Priority in filing application.**—The time of filing application sometimes determines the relative position of an eligible on the register, for the reason that when two eligibles have the same average and have the same status in other respects the one whose application is filed in complete form first is placed on the register ahead



of the other. It is therefore advisable for applicants to file their applications as soon as possible after the receipt of the blank application forms.

**21. Change in place of examination.**—A request for a change in the place at which an applicant wishes to be examined must be made in writing and be received by the district secretary in time for him to arrange for the examination.

**22. Applications delayed.**—The commission is not responsible for delay in the receipt of applications. Applications sent by mail are not received unless postage is fully prepaid. Mailing an application is not filing it, and applications, whether sent by mail or otherwise, are not accepted unless actually received by the district secretary in time for the examination desired.

**23. Change of address.**—Persons who have applied for an examination, or who have passed an examination, should keep the district secretary informed of any change of post-office address. Failure to do so will be treated as the fault of the applicant or eligible. A request to have an address changed should be made in writing, should relate only to the change in address, and should indicate the kind, date, and place of the examination taken or applied for.

**24. Notice of rating.**—The results of examinations are determined as promptly as possible, and competitors are notified of their averages as soon as the rating of their papers is completed. Nothing can be gained by writing to either the district secretary or the commission to expedite the rating.

**25. Members of family in public service.**—The civil service act provides that whenever there are two or more members of a family in the public service in the grades covered by that act no other member of such family shall be eligible for appointment to any of the said grades. The Attorney General, on May 25, 1907, rendered an opinion that where two or more members of a family are in the public service in the grades covered by the civil service act the commission is authorized and required to withhold from certification the name of any other member of such family. If, on inspection of an application for examination, it is found that two or more members of the applicant's family are in the classified service, the applicant will be admitted to examination if found otherwise eligible, but his name will not be certified for appointment so long as two or more members of his family are in the classified service. This restriction does not apply in the case of temporary appointments.

**26.** A person shown by his application to have not more than one member of his family employed in the classified service, and who is therefore apparently eligible for certification and appointment, may become ineligible through the appointment of other members of his family subsequent to the filing of his application. An eligible must therefore promptly inform the commission when any additional members of his family are appointed to the classified service, and he is warned that if he fails thus to notify the commission and there results a tender of appointment which he accepts, his appointment will be illegal if two members of his family are then employed in the classified service, and any expense incurred in reporting for duty or otherwise will be at his own risk.

**27. Sex.**—All citizens of the United States who meet the requirements, both men and women, may enter examinations; appointing officers, however, have the legal right to specify the sex desired in requesting certification of eligibles.

**28. Age limits.**—When age limits are prescribed in connection with an examination an applicant will be admitted to examination if on the date thereof he has reached or passed a certain prescribed age and is under a certain prescribed age. For example, when the period of eligibility to examination is from the age of 20 to the age of 40 years, he will be admitted to examination if on the date thereof he has reached his twentieth birthday, and he will not be admitted to examination if on the date thereof he has reached his fortieth birthday. The age limits for all examinations are waived in the case of persons allowed preference because of military or naval service. (See par. 231.)

29. In view of the fact that the retirement law (see par. 30) would seem to prohibit the permanent appointment of any person, whether entitled to military preference or not, who has reached the retirement age, persons who have reached the retirement age will not be admitted to examinations; also the commission will honor the request of any department or office for the certification of eligibles who would not reach the age of retirement until after completing 15 years' service subsequent to appointment.

30. **Retirement.**—Classified employees who have reached the retirement age and have served 15 years are entitled to retirement with an annuity. The retirement age for railway mail clerks is 62 years, for mechanics and post-office clerks and carriers 65 years, and for others 70 years. A deduction of  $2\frac{1}{2}$  per cent is made from the monthly salary to provide for this annuity, which will be returned to persons leaving the service before retirement with 4 per cent interest compounded annually.

31. **Close of receipt of applications.**—The commission will close the distribution of application blanks or the receipt of applications for any examination when, in its judgment, a sufficient number have been distributed or received.

32. **Postponement or cancellation of examination.**—If the needs of the service make such action advisable, the commission may postpone or cancel an examination. When an examination is postponed or canceled, persons who have applications on file will be notified. In case of postponement, notice of the date on which the examination is to be held will be sent as soon as the date is determined.

33. **Citizenship.**—All applicants must make oath in their applications to their citizenship or allegiance. In the case of a person who claims American citizenship through naturalization, such citizenship must be proved in one of the following ways:

(a) If naturalized directly, the applicant's final certificate of naturalization must be submitted. If the certificate is issued in a name which differs in any particular from the applicant's name as it appears in the application, it will be necessary to prove identity with the person to whom the naturalization certificate was issued by submitting the affidavits of two disinterested citizens stating that the applicant is the identical person to whom the certificate was issued.

(b) If naturalized by the naturalization of a parent during applicant's minority, final naturalization certificate of such parent must be submitted, together with affidavits of two disinterested citizens stating that the applicant is the reputed child of the person so naturalized.

(c) By an act of Congress approved September 22, 1922, it was provided that after the passage of that act the marriage of an alien woman to an American citizen or to an alien who thereafter became an American citizen should not confer American citizenship upon her. The act also provided that thereafter a married woman who is otherwise eligible to American citizenship should have the privilege of becoming naturalized on her own account. A married woman affected by the act referred to must furnish proof of her own naturalization as in (a) above.

(d) A woman who has been an American citizen and has lost such citizenship by marriage to an alien must furnish proof of her own naturalization as in (a) above.

(e) A woman naturalized by the naturalization of her husband prior to September 22, 1922, or by marriage to a naturalized citizen prior to September 22, 1922, must submit the marriage certificate or other satisfactory evidence of marriage, accompanied by the final naturalization certificate of the husband. (See (c) above.)

(f) A woman naturalized by marriage to a native American citizen prior to September 22, 1922, must submit the marriage certificate, accompanied by the affidavits of two disinterested citizens stating that the husband (the name to correspond to that shown in marriage certificate) is a native citizen. Such affidavits should, if possible, show place and date of the husband's birth. (See (c) above.)

(g) If the applicant is a child of American citizens temporarily residing abroad at the time of the applicant's birth, he must furnish affidavits of two disinterested



citizens to the facts as claimed. If the parents are naturalized citizens, their citizenship must be proved as in (b) above.

34. An application from a foreign-born person claiming citizenship, but failing to furnish the required proof, will be disapproved. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When the original naturalization papers are lost, a copy should be procured from the court that issued them, or, if the records of the court are destroyed, a new certificate should be obtained.

35. A foreign-born person who expects to become a United States citizen within 90 days after the date of an examination which he may desire to enter, and who is otherwise eligible for examination, will be admitted subject to his submitting proof of United States citizenship within the 90-day period mentioned.

36. When a person has once filed with the commission proof of citizenship in connection with an application for examination, it is not necessary for him to file such proof with a subsequent application, but he should state in such application the kind, date, and place of examination in connection with which he has furnished proof of citizenship.

37. **Civil-service schools and institutes.**—The commission has no connection with any civil-service school or institute doing business by correspondence or otherwise, and has no information to furnish in regard to such schools. Representatives of schools are not permitted to inspect the examination papers of competitors. Authentic information in regard to examinations may be obtained only from the United States Civil Service Commission or its duly authorized representative, and without cost. The commission is in no way responsible for the statements contained in the advertisements of schools.

## POST OFFICE SERVICE.

38. **Clerk and city carrier.**—The minor clerical examination is given for the positions of clerk, and carrier for city delivery, in the Post Office Service. For description of examinations, sample questions, etc., see pages 31 and 32. Complete information concerning applications and examinations for and appointments to this service is contained in Form 1898 (Instructions to Applicants, Post Office Service), which may be obtained by addressing a postal card to the Secretary, Twelfth Civil-Service District, San Francisco, Calif.

39. Applicants for the positions of clerk and city carrier must have reached their eighteenth birthday, but not their forty-fifth birthday, on the date of the examination. The age limits are waived, in the case of persons entitled to preference because of military or naval service. (See par. 231.)

40. Examinations for first-class post offices, with the exception of Los Angeles, Calif., and San Francisco, Calif., are held on the first Saturday in April of each year if the needs of the service so require. Application blanks for these examinations are distributed and applications accepted on and after February 1. Examinations for the post office at Los Angeles, Calif., will be held on the second Saturday in March of each year, and for the post office at San Francisco, Calif., on the second Saturday in June of each year if the needs of the service so require. Application blanks for these examinations may be obtained during the period of 60 days next preceding the date of examination.

41. Examinations for second-class post offices are held only when eligibles are needed. Public announcement of such examinations is made, and application blanks are not distributed, nor are applications accepted, until examinations are announced.

42. **Assistant postmaster.**—It is the policy of the Post Office Department to fill vacancies in the position of assistant postmaster in first and second class post offices by the promotion or transfer of competent persons already in the service. When they are not so filled, appointments are made from examinations for that position, which



will be held only on the request of the Post Office Department and will be publicly announced.

43. **Parcel post.**—Examinations are not held especially for employment in connection with parcel post, parcel mail being handled by the regular postal employees in the same manner that other mail matter is handled.

44. **Postal Savings System.**—The duties in connection with the Postal Savings System are performed by clerks in post offices, and persons desiring such work in first and second class offices should enter the examinations mentioned in paragraphs 40 and 41.

45. **Rural carrier.**—Examinations for the position of rural carrier will be held as the needs of the service require. Applications are not accepted until examinations are announced. A copy of Form 1977, Instructions to Applicants for the Rural Carrier Examination, will be sent upon receipt of request by the secretary of the Twelfth Civil Service District, Post Office Building, San Francisco, Calif., or the United States Civil Service Commission, Washington, D. C.

46. The age limits for this examination are 18 and 50 years. Age limits are waived in the case of persons entitled to preference because of military or naval service. (See par. 231.)

47. **Postmaster.**—A copy of the instructions regarding examinations for positions of postmaster at first, second, and third class post offices (Form 2223) or positions of postmaster at fourth-class post offices (Form 1759) may be obtained from the United States Civil Service Commission, Washington, D. C., or the district secretary at San Francisco.

48. **Motor vehicle service.**—Examinations for driver-mechanic, auto-truck driver, garageman-driver, mechanic, and other positions in the motor vehicle service are held as the needs of the service require. Public announcement of such examinations is made, and application blanks are not distributed, nor are applications accepted, until examinations are announced.

49. **Post-office inspector.**—The post-office inspector examination will be given only upon request of the Postmaster General to test the fitness of employees serving in or under the Post Office Department for promotion or transfer to this grade.

50. **Stenographer and typist, and laborer.**—Information concerning stenographer and typist examinations is given in paragraphs 156 to 164; laborer positions, paragraph 155.

## INTERNAL REVENUE SERVICE.

51. The Twelfth Civil Service District comprises four entire internal-revenue districts. Certifications for filling vacancies in the Internal-Revenue Service are made in accordance with the regulation contained in paragraph 211. The territory embraced in the separate districts and the places of examination in each (see par. 141) are as follows:

(a) The first internal-revenue district of California comprises the counties of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, Eldorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tulare, Tehama, Trinity, Tuolumne, Yolo, and Yuba, and has headquarters at San Francisco. Places in this district at which annual general clerical examinations are held (see par. 141) are:

Bishop, Calif.  
Chico, Calif.  
Eureka, Calif.  
Fresno, Calif.

Red Bluff, Calif.  
Sacramento, Calif.  
San Francisco, Calif.  
San Jose, Calif.

Santa Cruz, Calif.  
Santa Rosa, Calif.  
Stockton, Calif.  
Vallejo, Calif.

(b) The sixth internal-revenue district of California comprises the counties of Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura, and has headquarters at Los Angeles. Places in this district at which annual general clerical examinations are held (see par. 141) are:

Los Angeles, Calif.	San Diego, Calif.	Santa Barbara, Calif.
Riverside, Calif.	San Luis Obispo, Calif.	

(c) The internal-revenue district of Nevada comprises the State of Nevada and has headquarters at Reno. Places in this district at which the annual general clerical examinations are held (see par. 141) are:

Carson City, Nev.	Ely, Nev.	Fallon, Nev.	Reno, Nev.
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(d) The internal-revenue district of Arizona comprises the State of Arizona, and has headquarters at Phoenix. Places in this district at which annual general clerical examinations are held (see par. 141) are:

Douglas, Ariz.	Nogales, Ariz.	Prescott, Ariz.
Flagstaff, Ariz.	Phoenix, Ariz.	Tucson, Ariz.

52. The general clerical examination is given for positions in this service as follows: Clerk, gauger, storekeeper, and storekeeper-gauger. Information concerning positions of deputy collector filled through appointment by the collector, without competitive examination, is contained in paragraph 172.

53. Examinations for field positions of inspector and agent under the income-tax provision of the tariff law and under the antinarcotic law will be specially announced by the commission when required by the needs of the service.

54. The position of messenger in this service and other positions requiring similar qualifications are filled from registers established as a result of the subclerical, or third-grade, examination referred to in paragraphs 147 to 155.

55. The minimum age limits for examinations for positions in the Internal-Revenue Service which are filled through certification by the district secretary are as follows: Storekeeper, gauger, and storekeeper-gauger, 21 years; watchman, 25 years; other positions, 18 years. There are no maximum limits except for watchman, for which the limit is 40 years and those required by the retirement law (see pars. 29 and 30).

56. For descriptions of general clerical and subclerical examinations, see pages 31 and 32. Information concerning stenographer and typist examinations is given in paragraphs 156 to 164. For additional information concerning eligibility and certification, see paragraphs 207 to 235.

### CUSTOMS SERVICE.

57. The Twelfth Civil Service District comprises three entire customs districts and part of another. Certifications for filling vacancies in the Customs Service are made in accordance with the regulation contained in paragraph 212. The territory embraced in the separate districts and the places of examination in each (see par. 141) are as follows:

(a) The customs district of Arizona comprises the State of Arizona and has headquarters at Nogales. Douglas, Naco, Nogales, and Yuma are ports of entry. Places in this district at which annual general clerical examinations are held (see par. 141) are:

Douglas, Ariz.	Nogales, Ariz.	Prescott, Ariz.
Flagstaff, Ariz.	Phoenix, Ariz.	Tucson, Ariz.

(b) The customs district of San Francisco comprises that part of the State of California lying north of 35° north latitude and has headquarters at San Francisco.

Eureka, Port San Luis, and San Francisco (including Oakland) are ports of entry. Places in this district at which annual general clerical examinations are held (see par. 141) are:

Bishop, Calif.	Sacramento, Calif.	Santa Cruz, Calif.
Chico, Calif.	San Francisco, Calif.	Santa Rosa, Calif.
Eureka, Calif.	San Jose, Calif.	Stockton, Calif.
Fresno, Calif.	San Luis Obispo, Calif.	Vallejo, Calif.
Red Bluff, Calif.		

(c) The customs district of southern California comprised that part of the State of California lying south of 35° north latitude, and has headquarters at Los Angeles. Los Angeles, Calexico, Campo, San Diego, Tecate and Tia Juana are ports of entry. Places in this district at which annual general clerical examinations are held (see par. 141) are:

Los Angeles, Calif.    Riverside, Calif.    San Diego, Calif.    Santa Barbara, Calif.

(d) The former customs district of San Diego which comprised the counties of San Diego and Imperial, has been combined with the customs district of southern California (see (c), above).

(e) The customs district of Utah and Nevada comprises the States of Utah and Nevada and has headquarters at Salt Lake City. Utah is in the Thirteenth Civil Service District. In accordance with the provisions contained in paragraph 212, the State of Nevada, for purposes of certification, is treated as a separate customs district. Places in Nevada at which annual general clerical examinations are held (see par. 141) are:

Carson City, Nev.	Fallon, Nev.	Reno, Nev.
Ely, Nev.		

58. The general clerical examination is given for positions in this service as follows: Day inspector, clerk, inspectress, storekeeper (classed as clerk), deputy officer, cashier, gauger, and sampler. (See par. 61.)

59. There are no positions in the Customs Service in the Twelfth Civil Service District which are filled through the minor clerical, second-grade, or examination.

60. The subclerical, or third-grade, examination is given for the positions of messenger, watchman, guard, and classified laborer. Persons appointed to the positions of watchman and guard in this service must be at least 5 feet 7 inches in height. The subclerical examination will be held only when eligibles are needed and will be duly announced.

61. The position of inspector in the customs district of San Francisco usually is filled through promotion or transfer. No person may be appointed or promoted to the position of inspector in the customs district of San Francisco who is less than 21 or more than 45 years of age, or who is not in sound physical condition as shown by the examination of a physician designated by the commission.

62. Examinations for the positions of deputy naval officer, deputy surveyor, examiner, weigher, opener and packer, sugar sampler, chemist, and other positions not named are held only when eligibles are needed and will be duly announced.

63. The age limits for examinations for the Customs Service are as follows: Weigher, day inspector, and positions the duties of which are partly those of inspector, minimum 21, maximum 45 years; sugar sampler, minimum 20 years; elevator conductor, watchman, and guard, minimum 20, maximum 50 years; other educational examinations, minimum 18 years; noneducational examinations, minimum 20 years. Where maximum age limits are not specified, none have been prescribed, except such as are required by the retirement law. (See pars. 28 to 30.)

64. For description of general clerical and subclerical examinations, see pages 31 and 32. Information concerning stenographer and typist examinations is given in



paragraphs 156 to 164. Additional information relative to noneducational examinations will be found in paragraphs 188 to 200. The position of unskilled laborer in cities where labor regulations are in force is filled as a result of physical examination, as described in paragraphs 202 to 206. For further information relative to certification and eligibility, see paragraphs 207 to 235.

### MINT AND ASSAY SERVICE.

65. Offices of the Mint and Assay Service in the Twelfth Civil Service District are at San Francisco, Calif., and Carson City, Nev.

66. Vacancies occurring in clerical and subclerical positions are filled by certification from the registers resulting from the general clerical and subclerical examinations referred to in paragraphs 135 to 155. Information relative to stenographer and typist examinations is given in paragraphs 156 to 164; bookkeeper, paragraph 186. Examinations for other positions are held as the needs of the service require and are duly announced.

### CUSTODIAN SERVICE.

67. The Custodian Service covers positions the duties of which relate to the care and management of public buildings outside of Washington, D. C.

68. The age limits for examinations for the Custodian Service are 20 and 50 years, except for the position of watchman, for which the minimum is 25 years. The age limits are waived in the case of persons allowed preference because of military or naval service. (See pars. 29, 30, and 231.) The regulations governing certification and eligibility are shown in paragraphs 207 to 235.

69. Persons who have suffered the loss of an arm or leg, who are ruptured, or who have other serious disability are considered physically disqualified for the Custodian Service. (See par. 6 (c) for physical defects which will debar from any examination.)

70. **Educational examinations.**—Examinations for the positions of assistant custodian, assistant custodian-janitor, janitor (salary more than \$720 a year), and technical positions, such as steam engineer, electrician, and dynamo tender, are held only when eligibles are needed and are duly announced. Information concerning examinations for the position of elevator conductor will be found in paragraphs 174 to 179. Vacancies occurring in other subclerical positions are filled from registers resulting from the third-grade, or subclerical, examination referred to in paragraphs 147 to 155.

71. **Noneducational examinations.**—"Noneducational" examinations, that is, examinations which do not include mental tests, are given for positions such as fireman, fireman-laborer, fireman-watchman, janitor (salary \$720 a year or less), etc. In paragraph 194 is given a list of positions in San Francisco and vicinity which are filled through noneducational examination and for which applications are received at any time by the district secretary. The resulting registers are used for filling vacancies occurring in the positions named in various branches of the Field Service. The position of fireman, and positions whose principal duties are those of fireman, in the Custodian Service in San Francisco and vicinity, are filled by certification from the register for the position of stationary fireman included in the list referred to. Examinations for noneducational positions in the Custodian Service not mentioned in paragraph 194, and for positions in other localities, are held only when eligibles are needed and are duly announced.

72. The first word of the title of double-titled positions in the Custodian Service—such as fireman-watchman, watchman-fireman, fireman-laborer, janitor-fireman, etc.—indicates the more important duties of the position, and vacancies are filled by noneducational or educational examination accordingly. For instance, a vacancy in the position of fireman-watchman will be filled by a noneducational examination for

fireman, as described in the preceding paragraph, while a vacancy in the position of watchman-fireman will be filled by certification from the register established as a result of the subclerical examination, referred to in paragraphs 147 to 155.

73. Application and examination form 1800 is required for noneducational examinations for the Custodian Service.

74. For further information concerning noneducational examinations, see paragraphs 188 to 200.

75. **Laborers.**—Regulations are in force governing the employment of laborers in the Custodian Service in all Federal buildings. So far as is practicable, registers for classified positions, such as janitor, stationary fireman, etc., are used for filling vacancies in laborer positions in this branch of the service. Examinations are held only when eligibles are needed, and are duly announced. (See pars. 147 to 155.) Only those eligibles who have passed the strength test, which consists in lifting from the floor and shouldering with ease a mail bag and contents weighing 125 pounds, will be certified for laborer positions in the Custodian Service.

### ENGINEER DEPARTMENT AT LARGE.

76. The headquarters of the United States engineer districts in the Twelfth Civil Service District are at San Francisco and Los Angeles, Calif.

77. **Educational examinations.**—The positions of clerk of the entrance grade, copyist, and subclerical positions, such as messenger, timekeeper, skilled laborer, caretaker, fort keeper, receiver of material, storekeeper, and watchman, are filled from registers resulting from the general clerical and subclerical examinations described in paragraphs 135 to 155. Information concerning stenographer and typist examinations is given in paragraphs 156 to 164; messenger boy, paragraphs 180 to 184; elevator conductor, paragraphs 174 to 179; bookkeeper, paragraph 186. Examinations for other positions, including superintendent, assistant engineer, junior engineer (civil, mechanical, and electrical), surveyor, draftsman, etc., will be held only when eligibles are needed, and will be duly announced.

78. **Noneducational examinations.**—"Noneducational" examinations—that is, examinations which do not include mental tests—are given for mechanical trades and similar positions. In paragraph 194 is given a list of positions filled through noneducational examination, applications for which are received at any time by the district secretary at San Francisco. The positions named are those in which vacancies occur with more or less frequency in various branches of the service, and the resulting registers are used for filling vacancies occurring in the engineer districts having headquarters at San Francisco, which districts comprise the central and northern sections of California.

79. Applications for the following-named positions in the Engineer Department at large, for duty in central or northern California, are also accepted at any time by the district secretary at San Francisco:

Blaster (snag-boat operations).	Inspector (various other grades).
Deputy inspector.	Leadsman.
Dredge engineer (suction dredge).	Leverman (suction dredge).
Dredge mate (suction dredge).	Overseer.
Dredge runner (suction dredge).	Pilot (snag boat).
Engineman.	Rigger (snag boat).
Foreman (suction-dredge pipe line).	Steam engineer (chief engineersnag boat).
Foreman (various kinds of work).	Steam engineer (chief engineer suction dredge).
Handyman.	Striker.
Inspector (hydraulic dredging).	Surveyman.
Inspector (rock excavation, etc.).	
Inspector (rock quarrying).	



80. Places of employment in central and northern California under the Engineer Department at large are at San Francisco, Oakland, and Eureka, and on the Sacramento and San Joaquin Rivers, principally at points near Collinsville and Rio Vista.

81. Applications for the following-named positions in the Engineer Department at large, for duty in southern California, are accepted at any time by the secretary of the local board of civil-service examiners for the Engineer Department at large, Room 723, Central Building, Los Angeles, Calif.:

Blacksmith.	General mechanic or handyman.
Blaster.	Inspector (special qualifications to be indicated).
Cement worker.	Oiler.
Cement finisher.	Painter.
Chauffeur.	Plumber.
Electrician.	Rigger.
Engineman.	Surveyman.
Fireman or stoker.	
Foreman (special qualifications to be indicated).	

82. The places of employment in southern California under the Engineer Department at large are usually Los Angeles, San Pedro, and San Diego, and in the vicinity of those cities.

83. The number of positions to be filled at any place varies from time to time, according to the volume of work. Trades and occupations not listed may be added as required, and examinations therefor will be specially announced when necessary.

84. Application and examination blanks (Form 1800) for any of the above-named positions may be obtained from the secretary of the Twelfth Civil Service District, San Francisco, Calif., or from the secretary of the local board at the headquarters of the engineer district in which employment is desired. (See par. 76.) The local boards will also furnish any further information desired concerning these positions.

85. Registers for mechanical trades positions show the branch or branches of the trade in which the eligibles are experienced, and selections for filling vacancies in the Engineer Department at large may be made of the highest three eligibles who have had experience in a particular branch of the trade. For instance, the carpenter register may contain the names of stair builders, ship carpenters, bridge carpenters, etc.

86. The minimum age limit for noneducational examinations for the Engineer Department at large is 18 years. There is no maximum limit, except the limit required by the retirement law. (See pars. 29 and 30.)

87. For additional information concerning noneducational examinations, see paragraphs 188 to 200. For information relative to certification and eligibility, see paragraphs 207 to 235.

## QUARTERMASTER CORPS.

88. Establishments of the Quartermaster Corps in the Twelfth Civil Service District are located at the following-named places: Camp Stephen D. Little, Ariz.; Douglas, Ariz.; Fort Apache, Ariz.; Fort Huachuca, Ariz.; Whipple Barracks, Ariz.; chief quartermaster's office, San Francisco, Calif.; General Intermediate Depot, San Francisco, Calif.; Benicia Arsenal, Calif.; Fort Baker, Calif.; Fort Barry, Calif.; Fort Mason, Calif.; Fort McDowell, Calif.; Fort Miley, Calif.; Fort Rosecrans, Calif.; military prison, Alcatraz Island, San Francisco, Calif.; The Presidio of San Francisco, Calif. (including general hospital); The Presidio of Monterey, Calif.

89. The Army appropriation act approved August 24, 1912, provides that positions in the Quartermaster Corps which formerly were filled as a result of open competitive examinations held by the Civil Service Commission may be filled through such examinations or by enlistment. The information given below is applicable



when the positions are filled through examination. For information relating to positions filled by enlistment, application should be made to the Quartermaster General of the Army, Washington, D. C.

90. Appointments to positions in the Motor Transport Corps are made in the same manner as appointments to positions in the Quartermaster Corps.

91. **Educational examinations.**—Vacancies occurring in subclerical positions, such as messenger and watchman, are filled by certification from registers resulting from the subclerical examination described in paragraphs 147 to 155. Information concerning stenographer and typist examinations will be found in paragraphs 156 to 164. Examinations for other positions which require mental tests are held as the needs of the service require.

92. **Noneducational examinations.**—“Noneducational” examinations—that is, examinations which do not include mental tests—are given for the following: Positions in the harbor-boat service, stationary engineer (salary \$900 a year or less), forester, gardener, janitor, packer (at depots), rodman, wheelwright, and local positions at San Francisco, Calif., in all mechanical trades and similar occupations for job work of construction and repair. As shown in paragraph 194, for many of these positions in San Francisco and vicinity applications may be filed at any time with the district secretary at San Francisco. For positions named above, but not mentioned in paragraph 194, and for localities other than San Francisco and vicinity, examinations are held only when eligibles are needed and are duly announced. Form 1800 is used in making application for these positions.

93. The age limits for noneducational examinations for the Quartermaster Corps are as follows: Foreman and other supervisory positions, 20 and 60 years; other positions, 20 and 55 years. (See pars. 28 to 30.) The age limits are waived in case of persons allowed preference because of military or naval service. (See par. 231.)

94. For further information relative to noneducational examinations, see paragraphs 188 to 200. For information relative to certification and eligibility, see paragraphs 207 to 235.

## ORDNANCE DEPARTMENT AT LARGE.

95. The Benicia Arsenal is situated at Benicia, Calif. The Ordnance Office of the Ninth Corps Area is located at the Presidio of San Francisco, Calif. There is a local board of civil-service examiners at each of these places.

96. **Educational examinations.**—Clerical and subclerical positions in this service are filled from registers resulting from the general clerical and subclerical examinations described in paragraphs 135 to 155.

97. For the position of skilled office laborer, the minor clerical, or second grade, examination, referred to in paragraphs 145 and 146, is given if the duties of the position do not require a knowledge of typewriting. If a knowledge of typewriting is required the minor typewriter examination is given. Examinations are held as the needs of the service require and are duly announced.

98. Information concerning examinations for the positions of stenographer and typist will be found in paragraphs 156 to 164; messenger boy, paragraphs 180 to 184.

99. Examinations for the position of apprentice will be held as frequently as the needs of the service require and will be publicly announced by the district secretary.

100. Examinations for other positions which require mental tests are held as the needs of the service demand and are duly announced.

101. **Mechanical draftsman and apprentice draftsman.**—Information relative to the positions of mechanical draftsman and apprentice draftsman, and application forms therefor, may be obtained by addressing the chairman of the local board of civil-service examiners at the ordnance establishment, or the secretary of the Twelfth U. S. Civil Service District, Post Office Building, San Francisco, Calif. Applications may be filed at any time with the district secretary. Examinations will be held as

frequently as the needs of the service require. Applicants will not be assembled for examination, but will be required to submit with their applications a specimen of pencil drawing (mechanical) and a tracing thereof, executed by them, with a statement that the drawings submitted are wholly the work of the applicant. The ratings will be based upon the work submitted and the applicant's education, training, and experience, as shown by the application and corroborative evidence. The age requirement for the mechanical draftsman examination is 18 years or over on the date of the examination; for the apprentice draftsman examination, 17 to 21 years on the date of examination. (See par. 28.) Application and examination Form 2415 (or 1312) is required for both examinations. Form 1834 is also furnished to applicants for apprentice draftsman, and Form 1835 to applicants for mechanical draftsman, each containing full information in regard to the character and requirements of the examination. Eligibles on the apprentice draftsman register may also be certified for filling vacancies in the Engineer Department at large.

102. **Noneducational examinations.**—"Noneducational" examinations—that is, examinations which do not include mental tests—are given for mechanical trades and similar positions.

103. Applications are received at any time by the local board of civil-service examiners at the Benicia Arsenal and by the local board of civil-service examiners in the Ordnance Office, Ninth Corps Area, Presidio of San Francisco, Calif. Application and examination blanks (Form 1800) may be obtained from the Secretary of the Twelfth Civil Service District, San Francisco, Calif., or the secretary of the local board at the ordnance establishment. The local board will also furnish any further information desired concerning these positions.

104. Examinations for armament machinist and other positions in connection with the care of seacoast armament will be announced as the needs of the service require.

105. The age limits for noneducational examinations for the Ordnance Department at large are 18 and 55 years on the date of filing papers, with the following exceptions: Foundry boy, tool chaser, and laborer (boy), 16 and 20 years; unskilled laborer, 20 and 50 years. (See pars. 229 to 235.)

106. For additional information concerning noneducational examinations, see paragraphs 188 to 200. For information relative to certification and eligibility, see paragraphs 207 to 235.

107. **Unskilled labor.**—For information concerning the position of unskilled laborer in the Benicia Arsenal application should be made to the board of labor employment at that establishment. General information concerning unskilled labor in Federal offices and establishments will be found in paragraphs 202 to 206.

## AIR SERVICE AT LARGE.

108. Establishments of the Air Service at large in the Twelfth Civil Service District are as follows: Nogales, Ariz.; Rockwell Field, Coronado, Calif.; March Field, Riverside, Calif.; Mather Field, Mills, Calif.; Army Balloon School, Ross Field, Arcadia, Calif.; Crissy Field, San Francisco, Calif.; and Clover Field, Santa Monica, Calif.

109. Vacancies occurring in clerical and subclerical positions are filled by certification from the registers resulting from the general clerical and subclerical examinations referred to in paragraphs 135 to 155. Information relative to stenographer and typist examinations is given in paragraphs 156 to 164; bookkeeper, paragraph 186. Examinations for other positions are held as the needs of the service require and are duly announced.

110. Examinations for positions of inspector, machinist, vulcanizer, and other mechanical trades are held only when eligibles are needed, and are duly announced.

## NAVY-YARD SERVICE.

111. Labor boards have been established at the navy yard, Mare Island, Vallejo, Calif., and the naval base, San Diego, Calif.

112. **Educational examinations.**—The positions of clerk of the entrance grade, bookkeeper, stenographer, typist, custodian, timekeeper, messenger, messenger boy, ship keeper, store laborer, watchman, and certain other positions for which educational examinations are required, are filled by certification of eligibles by the secretary of the Twelfth Civil Service District, San Francisco, Calif. Those of the clerical and subclerical grades, except messenger boy and store laborer, are filled from registers resulting from the general clerical and subclerical examinations described in paragraphs 135 to 155. Information concerning stenographer and typist examinations will be found in paragraphs 156 to 164; bookkeeper, paragraph 186; messenger boy, paragraphs 180 to 184.

113. Examinations for other positions requiring mental tests, including drafting positions, will be held only as eligibles are needed, and will be publicly announced.

114. **Artisans, supervising artisans, laborers, etc.**—Applicants for employment in positions of the classes of artisan, supervising artisan, common laborer, and the like, at the navy yard at Mare Island should apply to the labor board, Mare Island Navy Yard, Vallejo, Calif. For employment at San Diego and vicinity, application should be made to the labor board at the naval base, San Diego. Applications for certain positions are accepted by the boards at any time.

## YOSEMITE NATIONAL PARK.

115. Examinations for positions in Yosemite National Park will be publicly announced by the district secretary when eligibles are needed.

## VETERANS' BUREAU.

116. A district office of the Veterans' Bureau is established at San Francisco, Calif., with branches at Arrowhead Springs, Camp Kearny, Los Angeles, Palo Alto, Sacramento, and Stockton, Calif.; Phoenix, Tucson, and Whipple Barracks, Ariz.; and Reno, Nev.

117. All examinations for professional and technical positions such as physician, teacher, and rehabilitation assistant will be held only when eligibles are needed and will be duly announced. Vacancies occurring in clerical and subclerical positions are filled by certification from the registers resulting from the general clerical and subclerical examinations to which reference is made in paragraphs 135 to 155.

118. For the position of guard in the Veterans' Bureau applicants must be at least 5 feet 7 inches in height; must weigh at least 145 pounds in ordinary clothing; and on the date of the examination must have reached their twenty-fifth but not their fortieth birthday.

## PUBLIC HEALTH SERVICE.

119. A marine hospital is established at San Francisco and a quarantine station is located at Angel Island, Calif.

120. Vacancies occurring in clerical positions are filled by certification from the registers resulting from the general clerical examination referred to in paragraphs 138 to 144. Information relative to stenographer and typist examinations is given in paragraphs 156 to 164; bookkeeper, paragraph 186. Examinations for other positions are held as the needs of the service require, and are duly announced.

121. Positions of attendant, at salaries not exceeding \$75 per month, are not subject to the requirement of competitive examination.



## RECLAMATION SERVICE.

122. Local boards of civil-service examiners have been organized at establishments of the United States Reclamation Service at Yuma, Ariz.; Orland, Calif.; and Fallon, Nev., in the Twelfth Civil Service District.

123. **Educational examinations.**—The positions of clerk, bookkeeper, stenographer, typist, and other similar office positions which do not require technical qualifications are filled by certification of eligibles by the secretary of the Twelfth Civil Service District, San Francisco, Calif. Information concerning clerical examinations is given in paragraphs 138 to 144; stenographer and typist, paragraphs 156 to 164; bookkeeper, paragraph 186.

124. Examinations for other positions which require educational qualifications, including junior engineer; computer, accountant, draftsman, etc., will be held when eligibles are needed and will be publicly announced.

125. **Noneducational examinations.**—"Noneducational" examinations, that is, examinations which do not include mental tests, are given for mechanical trades and similar positions, such as superintendent of construction, irrigation, or grading; water master; inspector of earthwork, masonry, concrete, etc.; foremen, including master laborer, master workman, master carpenter, corral boss, etc.; surveymen, including transitman, levelman, rodman, chainman, etc.; recorders and receivers of material, including property or store clerk, timekeeper, toolkeeper, storekeeper, etc.; cement tester; dredge engineer; locomotive engineer; stationary engineer; machinist; ditch or canal rider; line rider; gate tender, etc.

126. Full information concerning vacancies in and requirements of positions of the noneducational class may be obtained by communicating with the secretary of the local board of civil-service examiners at any of the reclamation projects named in paragraph 122, or with the secretary of the Twelfth Civil Service District, San Francisco, Calif.

127. **Unskilled labor.**—For information concerning positions of unskilled laborer in the Reclamation Service applications should be made to the local board of civil-service examiners at the project where employment is desired.

## LIGHTHOUSE SERVICE.

128. The headquarters of the eighteenth lighthouse district is at San Francisco, Calif. The eighteenth is the only lighthouse district within the territory of the Twelfth Civil Service District.

129. **Educational examinations.**—The positions of bookkeeper, clerk, copyist, stenographer, typist, messenger boy, messenger, watchman, and skilled laborer are filled by certification of eligibles by the secretary of the Twelfth Civil Service District, San Francisco, Calif. The positions of clerk, copyist, messenger, watchman, and skilled laborer are filled from registers resulting from the general clerical and sub-clerical examinations described in paragraphs 135 to 155. Information concerning stenographer and typist examinations will be found in paragraphs 156 to 164; bookkeeper, paragraph 186; messenger boy, paragraphs 180 to 184.

130. Examinations for technical positions, such as draftsman, scientific assistant, superintendent, cadet engineer, cadet officer, and deck officer are held only as eligibles are needed, when they are publicly announced.

131. **Noneducational examinations.**—"Noneducational" examinations, that is, examinations which do not include mental tests, are given for the mechanical trades, the positions of master, mate, pilot, engineer on light vessels and tenders, keeper, assistant keeper, and similar positions. In paragraph 194 is given a list of positions in San Francisco and vicinity which are filled through noneducational examination and for which applications are received at any time by the district secretary. The positions named are those in which vacancies occur with more or less frequency in

various branches of the service, and the resulting registers are used for filling vacancies occurring in any of those branches.

132. For positions in the Lighthouse Service not mentioned in paragraph 194, and for positions in localities other than San Francisco and vicinity, applications are received at any time by the local board of civil-service examiners for the lighthouse district. The local board may suspend the receipt of applications for any particular position until such time as eligibles for that position are needed. Application and examination blanks may be obtained from the secretary of the local board at the headquarters of the lighthouse district in the customhouse at San Francisco, and applications should be filed with him. (See par. 128.) Form 1025 will be used in making application for the positions of keeper and assistant keeper; for other positions of the noneducational class Form 1800 will be used. The local board will furnish any further information desired concerning these positions.

133. The age limits for noneducational examinations for the Lighthouse Service are as follows: Minimum, 18 years, except for those positions which require a license from the Steamboat-Inspection Service, for which the minimum limit is 19 years; maximum, 45 years for officers of tenders, none for other positions except the limit required by the retirement law. (See pars. 29 and 30.) Persons honorably discharged from the United States Army, Navy, or Marine Corps, and persons already in the Lighthouse Service in classified positions, will be examined without reference to their age.

134. For additional information concerning noneducational examinations, see paragraphs 188 to 200. For information relative to certification and eligibility, see paragraphs 207 to 235.

### **GENERAL CLERICAL, MINOR CLERICAL, AND SUB-CLERICAL EXAMINATIONS.**

135. For positions in field branches of the service which require a mental test but do not require technical qualifications, examinations of three grades or degrees of difficulty are held, namely:

General clerical.

Minor clerical, or second-grade.

Subclerical, or third-grade.

136. Eligibles on the general clerical and subclerical registers will be certified for filling vacancies as they may occur in any branch of the Field Service in positions covered by the grade of examination they have passed. (See regulations governing certifications, pars. 207 to 235.) Applicants for the general clerical and subclerical examinations should therefore apply for "all services" in their applications, unless there are one or more services in which they will not accept appointment. In this event they should specifically enumerate in their applications the services in which appointment is NOT desired in order that their names may not be certified for those services. The minor clerical examination is given for the positions of clerk and carrier in the Post Office Service, and seldom for any other positions.

137. A request for a change in the designation of the services in which employment is or is not desired must be made in writing; otherwise no change will be made.

### **THE GENERAL CLERICAL EXAMINATION.**

(For description of examination, sample questions, etc., see pages 31 and 32.)

138. The minimum age limit for admission to the general clerical examination is 18 years; there is no maximum age limit except the limit required by the retirement law (see pars. 28 to 30); but no person under 21 years of age on the day of examination will be eligible for appointment to the position of storekeeper, gauger, or storekeeper-gauger, or to a competitive position of office deputy collector in the

Internal Revenue Service; and no person under 21 or more than 45 years of age on the day of examination will be eligible for appointment to the position of day inspector in the Customs Service, or to any position in that service the duties of which are partly those of inspector.

139. Application on Form 2374, without the medical certificate, is required. The blank on the back of this pamphlet should be used when request is made for an application form.

140. The general clerical examination is given for the positions of inspector (see par. 61), clerk, inspectress, cashier, storekeeper (classed as clerk), deputy officer, gauger; and sampler in the Customs Service; clerk, gauger, storekeeper, and storekeeper-gauger in the Internal Revenue Service; clerk, timekeeper, and copyist in the Navy Yard Service; and clerical positions requiring similar qualifications in the services named and other field branches. Persons desiring examination for any of these positions should apply for the general clerical examination.

141. The general clerical examination will be held annually on the first Saturday in February at the following-named places, except that when the number of eligibles on the register in any case is sufficient to meet the needs of the service the examination for that place may be postponed until the next year:

Arizona:	California—Continued.	California—Continued.
Douglas.	Fresno.	Santa Cruz.
Flagstaff.	Los Angeles.	Santa Rosa.
Nogales.	Red Bluff.	Stockton.
Phoenix.	Riverside.	Vallejo.
Prescott.	Sacramento.	Nevada:
Tucson.	San Diego.	Carson City.
California:	San Francisco.	Ely.
Bishop	San Jose.	Fallon.
Chico.	San Luis Obispo.	Reno.
Eureka.	Santa Barbara.	

142. Application blanks for the February examination may be secured on and after December 1, either from the local secretaries at the post offices or customhouses in the cities named (except San Francisco, Calif.) or from the Secretary, Twelfth Civil Service District, San Francisco, Calif. Applications must be filed with the district secretary at San Francisco in time for him to arrange for the examination at the place selected by the applicant. *Applications for the February examination will not be accepted before December 1.*

143. Should it become necessary, to meet the needs of the service, to hold examinations at any of the above-named or other places on dates other than that of the annual examination in February, due announcement of such extra examinations will be made.

144. A person who has passed the general clerical examination for the Field Service may not take the same examination for that service within nine months of the date of the examination he has passed, with certain exceptions as provided in paragraphs 12 and 13. A person who fails in the examination may take the next examination, regardless of the time intervening.

#### THE MINOR CLERICAL, OR SECOND-GRADE, EXAMINATION.

(For description of examination, sample questions, etc., see pages 31 and 32.)

145. The minor clerical examination is given for the positions of clerk, and carrier for city delivery, in the Post Office Service, and infrequently for minor clerical positions in other branches. Information concerning the Post Office Service will be found in paragraphs 38 to 50.



146. Should vacancies occur in minor clerical positions in field branches of services, other than the Post Office, they will be filled by examination consisting of the second-grade subjects as shown on page 31, omitting the test in reading addresses, and with the addition of such other tests as may be deemed necessary. Such examinations will be held only when eligibles are needed, and will be duly announced.

#### THE SUBCLERICAL, OR THIRD-GRADE, EXAMINATION.

(For description of examination, specimen questions, etc., see pages 31 and 32.)

147. The minimum age limit for the subclerical, or third-grade, examination is 18 years; there is no maximum age limit except the limit required by the retirement law (see pars. 29 and 30); but in making certifications the following age limits will be observed: Navy Yard Service, policeman, 25 to 50 years; Custodian Service, watchman, 25 to 50 years; other positions, 20 to 50 years; Customs Service, watchman and guard, 20 to 50 years; Post Office Service, watchman and guard, 21 to 55 years; laborer, 18 to 50 years; Railway Mail Service, laborer, watchman and guard, 18 to 45 years; watchman in other branches as follows: Quartermaster Corps, 20 to 55 years; Public Health Service, 25 to 55 years; Department of the Interior, 21 to 45 years; Department of Agriculture, 25 to 60 years; Department of Commerce, 20 to 55 years; Department of Labor, 20 to 40 years; Engineer Department at large, 25 to 70 years; all other branches, 25 to 40 years. In the case of persons allowed preference because of military or naval service, the age limits are waived for all services. (See par. 231.)

148. Application and examination Form 2374, including the medical certificate, is required. The blank on the back of this pamphlet should be used when request is made for an application form.

149. The subclerical examination is given for the positions of guard in the Customs Service; timekeeper, special officer, caretaker, custodian, fort keeper, receiver of material, and storekeeper in the Engineer Department at large; and for messenger, watchman, classified laborer, skilled laborer, and positions requiring similar qualifications, in the services named and other field branches. Information concerning examinations for the position of elevator conductor will be found in paragraphs 174 to 179; messenger boy, paragraphs 180 to 184; janitor and assistant custodian-janitor, Custodian Service, paragraph 70. Persons desiring to become eligible for appointment to any of the positions named in this paragraph, except elevator conductor, messenger boy, janitor, and assistant custodian-janitor, should apply for the subclerical examination.

150. The term "skilled laborer," or "classified laborer," as here used, is not intended to embrace the mechanical trades, which are commonly referred to as skilled labor. In the present meaning, a skilled laborer is one whose duties are general or miscellaneous, below those of the clerical and minor clerical grades, and above the grade of mere manual laborer.

151. The subclerical examination will be held only when eligibles are needed and will be duly announced. Application blanks will not be distributed, and applications will not be accepted, until an examination has been announced.

152. A person who has passed the subclerical examination for the Field Service may not take the same examination for that service within nine months of the date of the examination he has passed, with certain exceptions as provided in paragraphs 12 and 13.

153. Applicants for the subclerical examination must be able-bodied and physically capable of performing manual labor. They must be free from fallen or misplaced arch of foot affecting efficiency, and free from hernia (rupture) unless retained by properly fitting truss. (See par. 6 (c) for physical defects which will debar persons from any examination.) Persons under 5 feet 7 inches in height in bare feet are not eligible for the position of watchman or guard in the Customs

Service. Persons under 5 feet 7 inches in height in bare feet or less than 145 pounds in weight in ordinary clothing are not eligible for the position of watchman or policeman in the Navy Yard Service. Persons afflicted with hernia in any degree are not eligible for appointment as classified laborers in the Post Office Service.

154. Male applicants for the subclerical examination, upon their request at the time of taking the mental examination, may take a strength test which consists in shouldering and carrying a mail sack and contents weighing 125 pounds. If they pass the strength test in addition to the subclerical examination, it will be noted on the skilled laborer register as in the nature of a qualification. If an appointing officer requests certification from the subclerical register of those persons capable of performing heavy manual labor connected with a subclerical position, certification will be made from the skilled laborer register of eligibles who have also passed the strength test.

155. Laborer positions in the Custodian Service (see par. 75) and in post offices of the first and second classes may also be filled from registers established from the subclerical examination by the certification of eligibles who have passed the strength test.

### STENOGRAPHER-TYPIST.

156. Combined stenographer and typist examinations are held for four branches of the service, namely, the Field Service (branches outside of Washington, D. C.), the Departmental Service (departments and offices at Washington, D. C.), the Panama Canal Service, and the Philippine Service. Separate typist examinations are held for the Field and Departmental Services.

157. Examinations for the Departmental Service, for both men and women, are held throughout the country on the second Tuesday of each month, and applications may be filed with the commission at Washington, D. C., at any time. Examinations for the Field Service for both men and women are held throughout the Twelfth Civil Service District on the second Tuesday of each month. Applications for the Field Service examinations may be filed with the district secretary at San Francisco at any time. Examinations for the Panama Canal and Philippine Services are specially announced when eligibles are needed, and applications will not be accepted until examinations are announced. Women are not admitted to examinations for the Philippine Service.

158. Stenographer and typist examinations for the Departmental and Field Services are held at the following-named places in the Twelfth Civil Service District:

Arizona:	California—Continued.	California—Continued.
Douglas.	Eureka.	Santa Barbara.
Flagstaff.	Fresno.	Santa Cruz.
Nogales.	Los Angeles.	Stockton.
Phoenix.	Nevada City.	Vallejo.
Prescott.	Red Bluff.	Yreka.
Springerville.	Riverside.	Nevada:
Tucson.	Sacramento.	Carson City.
Yuma.	San Diego.	Elko.
California:	San Francisco.	Ely.
Alturas.	San Jose.	Fallon.
Chico.	San Luis Obispo.	Reno.

159. Application blanks for examinations for the Departmental and Field Service may be obtained at any time from the district secretary at San Francisco. Blanks for the Panama Canal and Philippine Services may be obtained from the same source when examinations are announced. Form 1371 is required for the Field Service; Form 2415 (or 304) for the Departmental Service; Form 2415 (or 1312) for the Panama Canal

Service; Form 2 for the Philippine Service. Applications for the Field Service should be filed with the district secretary at San Francisco; for the Departmental, Panama Canal, and Philippine Services, with the Civil Service Commission, Washington, D. C.

160. The age limits are as follows: Field and Departmental Services (except Custodian Service, see par. 68), minimum 18 years, no maximum except that required by the retirement law (see pars. 28 to 30); Panama Canal Service, minimum 20, maximum 45 years; Philippine Service, minimum 20, maximum 40 years.

161. There is a constant demand for stenographer and typist eligibles. Promotion to the higher grades is reasonably rapid for those whose services prove satisfactory.

162. As a result of one examination a man may become eligible for appointment to the Departmental, Panama Canal, and Philippine Services when examinations for those services are held at the same time. A separate examination is required for the Field Service.

163. In filling vacancies in positions in the Field Service, certifications to the various branches of the service will be made as stated in paragraphs 210 to 217.

164. Persons desiring to enter examinations which are pending should write to the district secretary for the proper application form or forms (see par. 159) and for Form 2226, which contains sample questions and tests.

### FOREST AND FIELD CLERK.

165. From the forest and field clerk examination appointments will be made for filling vacancies occurring in the positions of forest clerk in the Forest Service and positions in other branches requiring the qualifications tested by the examination. Forest clerks are employed in the offices of the Forest Service outside of Washington, D. C.

166. Both men and women will be admitted to this examination. Minimum age limit, 18 years; no maximum limit, except that required by the retirement law (see pars. 29 and 30). For filling vacancies in the position of forest clerk certification will be made only of eligibles who were not over 40 years of age on the date of examination. Application on Form 1371, including the medical certificate, is required. Applications will not be accepted from persons who have tuberculosis or other serious physical defect. Applicants will be required to show in their applications that they have had at least one year's actual experience in clerical work in a business office.

167. The subjects of the examination and weights of subjects on a scale of 100 are: Spelling, 5; stenography, 25; copying from rough draft (typewriting), 10; copying from plain copy (typewriting), 5; time, 10; elements of bookkeeping, 20; arithmetic, 10 (first grade, see page —); penmanship, 5; letter writing, 10 (first grade, see page 31). Seven and one-half hours will be allowed for the examination.

168. Competitors who attain an average percentage of at least 70 in the above-named subjects, combined with the relative weights indicated, will have their names entered on the forest and field clerk register. Competitors who attain an average rating of at least 70 in the two typewriting subjects and time, combined with equal weights, and an average percentage of at least 70 in these subjects and spelling, penmanship, and letter writing, with the relative weights of these subjects in the typist examination, will have their names placed on the register for typist, Field Service. Those who attain eligibility in both ways will have their names placed on both registers, provided such action does not conflict with eligibility from another examination. Appointment will remove a name from both registers.

169. In lieu of a dictation in stenography competitors will be furnished a printed exercise which they will be required to write in stenographic notes. The exercise will contain 330 words. If the notes are written in three minutes, 100 per cent in



speed will be given; four minutes, 90 per cent; five minutes, 80 per cent; six minutes, 70 per cent; seven minutes, 60 per cent; eight minutes, 50 per cent. If the writing of the notes is not completed in eight minutes, the printed exercise will be taken up and proportionate deduction will be made for the part omitted in the transcript. This exercise will be rated on the speed with which the notes were written and the accuracy of the transcript.

170. The forest and field clerk examination will be held as frequently as the needs of the service require. Application blanks may be secured from the district secretary and applications may be filed with him at any time. When the examination is announced all persons having applications on file will be notified when and where to appear for examination.

171. In filling vacancies in these positions preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted, resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

## **DEPUTY COLLECTOR OF INTERNAL REVENUE, DEPUTY MARSHAL, AND PROHIBITION ENFORCEMENT EMPLOYEES.**

172. An act of Congress making appropriations to supply urgent deficiencies in appropriations for the fiscal year 1913, approved October 22, 1913, provides as follows:

Hereafter any deputy collector of internal revenue or deputy marshal who may be required by law or by authority or direction of the collector of internal revenue or the United States marshal to execute a bond to the collector of internal revenue or United States marshal to secure faithful performance of official duty may be appointed by the said collector or marshal, who may require such bond without regard to the provisions of an act of Congress entitled "An act to regulate and improve the civil service of the United States," approved January 16, 1883, and amendments thereto, or any rule or regulation made in pursuance thereof, and the officer requiring said bond shall have power to revoke the appointment of any subordinate officer or employee and appoint his successor at his discretion without regard to the act, amendments, rules, or regulations aforesaid.

173. An act of Congress approved October 28, 1919, provides as follows with reference to the appointment of prohibition enforcement employees:

The Commissioner of Internal Revenue and the Attorney General of the United States are hereby respectively authorized to appoint and employ such assistants, experts, clerks, and other employees in the District of Columbia or elsewhere, \* \* \* but such assistants, experts, clerks, and other employees, except such executive officers as may be appointed by the Commissioner or the Attorney General to have immediate direction of the enforcement of the provisions of this act, and persons authorized to issue permits, and agents and inspectors in the field service, shall be appointed under the rules and regulations prescribed by the civil service act: *Provided*, That the Commissioner and Attorney General in making such appointments shall give preference to those who served in the military or naval service in the recent war, if otherwise qualified.

## **ELEVATOR CONDUCTOR.**

174. The position of elevator conductor in Federal buildings is filled by examination consisting of the educational subjects of the subclerical examination, as shown on page 30, with a weight of 50 per cent, and training and experience, 50 per cent.

175. The age limits for this examination are 20 and 50 years. (See pars. 28 and 231.)

176. Application and examination Form 2374, including the medical certificate, is required.

177. Applicants for this examination must be able-bodied and physically capable of performing manual labor.

178. In rating the element of "experience," credit will be given for actual experience as elevator conductor, electric motorman, or electric craneman, and applicants who have not had at least 3 months of such experience will not be admitted to the exami-

nation. If an applicant has had only 3 months' experience, that experience must have been gained within the 12 months just prior to the date of application. Applicants must fully indicate in their applications the kind of elevators, and whether passenger or freight, upon which they have been employed, as well as the length of their experience.

179. This examination will be held in the city in which, or in the vicinity of which, a vacancy occurs and only when eligibles are needed, due announcement of which will be made.

### **MESSENGER BOY AND MESSENGER GIRL.**

180. Examinations for filling vacancies in the position of messenger boy and messenger girl are held in the city in which, or in the vicinity of which, a vacancy occurs, and only when eligibles are needed. The examination will consist of the subclerical or third-grade subjects, as shown on page 31. When examinations are to be held, due announcement is made.

181. The age limits for messenger boy and messenger girl examinations, except for the Navy Yard Service, are 14 and 18 years, if not in conflict with State laws; otherwise they will conform with such laws. The limits for such examinations for the Navy Yard Service are 16 and 18 years. (See par. 28.) For any branch of the service a request for certification of messenger boys or messenger girls not under 16 years of age will be honored.

182. Application Form 2374, without the medical certificate, is required.

183. While there are no height or weight requirements for the position of messenger boy and messenger girl, eligibles whose weight is grossly disproportionate to their age may not be certified for filling vacancies in positions the duties of which are such that unusual weight would interfere with their proper performance.

184. Positions of apprentice in stations of the Weather Bureau are filled by certification from the messenger-boy register.

### **MISCELLANEOUS POSITIONS.**

185. General clerical, minor clerical, and subclerical positions in field branches of the Immigration, Indian, and Steamboat Inspection Services; Bureau of Animal Industry; Weather Bureau; Medical, Signal, and Chemical Warfare Services of the War Department; and other parts of the service are filled by certification from appropriate registers resulting from examinations for these grades, as described in paragraphs 135 to 155.

186. Examinations for the positions of bookkeeper and telephone operator in various branches of the service, and matron, matron-interpreter, and guard in the Immigration Service will be held only when eligibles are needed and will be duly announced. Application forms will not be distributed, and applications will not be received until such announcement is made.

187. Technical and scientific examinations are announced from time to time as the needs of the service demand and are designed to meet the requirements of the positions to be filled. Eligibles are certified to vacancies in the departments at Washington, in the local offices in the vicinity of their places of residence, or elsewhere, as, in the judgment of the Civil Service Commission, the needs of the service may require. Information concerning these examinations may be obtained from the United States Civil Service Commission, Washington, D. C., the district secretary at San Francisco, or the local civil-service board at the post office or customhouse in any city.

### **MECHANICAL TRADES AND SIMILAR POSITIONS.**

188. "Noneducational examinations," that is, examinations which do not include mental tests, are given for the mechanical trades and similar positions. These



positions in the Custodian Service, the Engineer Department at large, the Ordnance Department at large, the Quartermaster Corps, the Air Service, the Navy Yard Service, the Lighthouse Service, the Reclamation Service, and certain other branches are filled under the direction of the district secretary.

189. Appropriate examinations are held based on training and experience and physical ability. The relative weights of these subjects on a scale of 100 are: Training and experience, 60; physical ability, 40. No competitor will be eligible for appointment who does not receive a rating of at least 70 per cent in the subject of training and experience and a rating of at least 70 per cent in the subject of physical ability. The information on which the ratings are based must be furnished by the applicant in the application blank. Care should be taken to furnish accurate and complete information, in order that a sufficient basis may be had for rating the papers. Each question in the application must be fully answered. All statements relating to training and experience are accepted, subject to verification.

190. The method of rating the subjects of these examinations is as follows:

(a) *Training and experience*.—This subject will be rated upon the statements made by the applicant in his application, as corroborated by his references. Consideration will be given to the date, length, quality, and character of the experience shown, and special consideration will be given experience which is continuous and recent.

(b) *Physical ability*.—An applicant without apparent physical disqualification is rated at 98 for this element. For physical defects which may impair his efficiency in the position for which application is made, proportionate deduction will be made, according to the nature of the defects.

191. In any of these examinations the commission may in its discretion call for such additional evidence of qualifications or capacity as it may deem necessary, but no recommendation other than those called for by the commission will be considered.

192. All competitors rated at 70 or more are eligible for appointment, and their names are placed on the proper register according to their ratings.

193. When noneducational examinations are given, applicants are not assembled for a mental examination, but are required to file fully executed applications on the form prescribed with the secretary of the civil-service district in which employment is desired unless otherwise specified.

194. For the following-named positions in San Francisco and vicinity applications are received at any time by the secretary of the Twelfth Civil Service District, San Francisco, Calif.:

Carpenter.	Master.	Plumber.
Marine fireman.	Mate.	Stationary fireman.
Marine steam engineer.	Painter.	

195. Application and examination blanks (Form 1800) may be obtained from the district secretary at San Francisco. Those who wish to apply for more than one position must file a separate application for each position desired.

196. For positions other than those named in paragraph 194, and for localities other than San Francisco and vicinity, examinations are announced as vacancies occur, except as provided in paragraphs 79, 81, 103, 114, 126, and 132.

197. Applicants for the positions of marine steam engineer, master, and mate must give in their applications the names and tonnages of the vessels upon which they have been employed and submit with their applications licenses or certificates from the proper steamboat inspectors showing the grade and character of the licenses held by them.

198. Registers for San Francisco and vicinity will be established quarterly, or more or less frequently, as the needs of the service require. To receive consideration for a certain quarter applications must be filed *in complete form* with the district secretary not later than the 15th of March, June, September, or December, as



the case may be. The registers will be established on or soon after the 1st of April, July, October, and January.

199. From the registers resulting from these examinations certification will be made for filling vacancies as they occur in various branches of the service. In making certifications due regard will be had for the age limits and other requirements of the service to which certification is made. Further information relative to the Quartermaster Corps is given in paragraphs 88 to 94; Engineer Department at large paragraphs 76 to 87; Ordnance Department at large, paragraphs 95 to 107; Navy Yard Service, paragraphs 111 to 114; Lighthouse Service, paragraphs 128 to 134; Reclamation Service, paragraphs 122 to 127; Customs Service, paragraphs 57 to 64. The regulations governing certification and eligibility are shown in paragraph 207 to 235.

200. The district secretary at San Francisco, or the Civil Service Commission at Washington, will furnish information concerning noneducational positions not covered by this pamphlet.

### **PACKER, INDIAN WAREHOUSE.**

201. The only Indian warehouse in the Twelfth Civil Service District is located at San Francisco, Calif. Vacancies in the position of packer will be filled as shown in paragraphs 190 to 195.

### **UNSKILLED LABOR.**

202. The position of unskilled laborer is not classified under the civil-service law. In cities where regulations are in force governing the employment of laborers in the Federal service, positions of this character are filled through the registration of eligibles after a physical test. The duties of men are those of common laborer or workman, and of women those of charwoman or their equivalent. Labor regulations are in force in all branches of the service in the Twelfth Civil Service District at San Francisco, Calif., Oakland, Calif., and Los Angeles, Calif.; in the Custodian Service in all cities in which Federal buildings are located; and in all first and second class post offices. They are also in force in the War Department offices at Rockwell Field, Coronado, Calif; Ross Field, Arcadia, Calif; and Presidio of Monterey, Calif.

203. Examinations will be announced when eligibles are needed.

204. Laborers in post offices and in the Custodian Service are appointed in the manner described in paragraphs 75 and 155.

205. The age limits for this position are 18 and 50 years, except in the Navy-Yard Service where there is no maximum age limit. (See par. 28.) The age limits are waived in the case of persons entitled to preference because of military or naval service. (See par. 231.)

206. For information concerning this position in cities and offices where labor regulations are not in force inquiry should be made of the official in charge of the office where employment is desired. Local boards of civil-service examiners at establishments of the Ordnance Department at large (see par. 95), at navy yard and naval stations (see par. 111), and at reclamation projects (see par. 122) will furnish information concerning the employment of unskilled labor at such establishments.

### **ELIGIBILITY, CERTIFICATION, AND APPOINTMENT.**

207. **Registers of eligibles.**—After the papers of an examination have been rated the names of the eligibles are entered upon the register in the order of the average attained. An average percentage of not less than 70 is required in order to become eligible for appointment. Persons allowed preference because of military or naval service, however, are required to earn an average percentage of only 65 (or 60, if disabled) in order to be eligible. (See par. 232.)

208. Separate registers are established for men and women, and certification is made according to the requisition of the nominating officer. If sex is not specified in the requisition, certification is made without regard to sex.

209. **Period of eligibility.**—The period of eligibility is one year from the date of entering the name upon the register, but the entire register may be extended for a further period if, in the judgment of the commission, the needs of the service so require.

210. **Methods of certification.**—The highest three names on the appropriate register are certified for each vacancy. Unless sooner selected for appointment, an eligible will be entitled to three certifications for appointment to each nominating or appointing officer in each service for which he may be eligible for appointment. An eligible will not be certified for filling a vacancy in a position paying an entrance salary lower than that named by him in his examination papers. The appointment of a person whose name is on more than one register ordinarily operates to cancel his eligibility on all registers of the same or lower grade; an eligible should therefore advise the district secretary whether he desires his name to remain on any register established from examination other than the one which resulted in his appointment. Appointments may be made from a higher-grade register for filling vacancies in a lower-grade position.

211. For filling vacancies in the Internal Revenue Service in first-grade or clerical positions, such as storekeeper, gauger, stenographer and typist, etc., which are filled from registers maintained in the office of the district secretary, certification will be made of the names of eligibles who were examined in the internal-revenue district in which the vacancy occurs. In filling minor positions through subclerical and noneducational examinations, certification will be made of eligibles examined in, or in the vicinity of, the city in which the vacancy exists. A competitor in a noneducational examination is regarded as being examined in the city or vicinity in which he is "readily available for employment," as described in paragraph 217.

212. For filling vacancies in the Customs Service in first-grade or clerical positions, such as clerk, storekeeper, inspector, stenographer and typist, etc., certification will be made of eligibles examined in the customs district in which the vacancy exists, except that where a customs district extends over parts of two or more civil-service districts certification will be made of eligibles examined in that part of the customs district which is in the civil-service district in which the vacancy exists. In filling minor positions through subclerical and noneducational examinations, certification will be made of eligibles examined in, or in the vicinity of, the city in which the vacancy exists. A competitor in a noneducational examination is regarded as being examined in the city or vicinity in which he is "readily available for employment," as described in paragraph 217.

213. For the positions of clerk, and carrier for city delivery, in post offices, a separate register is established for each classified post office, containing the names of eligibles examined for such office. For certain large post offices separate male clerk and carrier registers are established, while for all other offices in which both clerks and city carriers are employed the names of male eligibles are entered on both the clerk and the carrier registers.

214. Except as provided in paragraphs 211, 212, 213, and 215, in filling vacancies in stenographic, typist, general clerical, subclerical, and other positions, for which competitors are assembled for written examination tests, certification ordinarily will be made of eligibles examined at the place, or in the immediate vicinity of the place, where the vacancy occurs. In case the register for any locality becomes exhausted, the zone of certification may be extended to include other eligibles examined or residing within the State or within the civil-service district. Also, although local eligibles may be available, the zone of certification may be extended



to include the whole State or the whole civil-service district in order to obtain better qualified eligibles than can be obtained locally.

215. In filling vacancies in scientific, technical, and professional positions, certification ordinarily is made by States, but, should there be few or no eligibles in the State, the zone of certification may be extended to include the civil-service district. When only a part of a State lies within a civil-service district, that part will be considered as a State for the purpose of certification under this paragraph.

216. When certification for filling vacancies in a certain position or class of positions ordinarily is restricted to eligibles examined within a certain prescribed territory, and it is found to be impracticable to obtain sufficient eligibles from examinations held in such territory, then when the territory in which the examination is held is extended by special announcement of an examination in an effort to obtain additional eligibles the territory from which certification will be made is likewise extended for the vacancy or vacancies covered by the announcement, unless the announcement specifies otherwise.

217. In filling vacancies in positions filled by "noneducational" examinations; that is, examinations which do not include mental tests, and for which applications are filed with the district secretary, certification will be made of eligibles residing in the city or at the place at which the appointee is to be employed, or in the immediate vicinity thereof. Eligibles who do not reside in such city (or place) or its immediate vicinity will not be considered for appointment until the register of local eligibles is exhausted. Eligibles on registers maintained by the district secretary will be certified for filling vacancies occurring in various branches of the service. From registers maintained by local boards certification will be made of the highest qualified eligibles on the local board registers, in conformity with the special regulations governing.

218. **Period of probation.**—Every appointment is made for a probationary period. If the appointee is retained in the service at the end of six months (or at the end of one year, if so specified in the certificate of appointment), such retention is equivalent to his absolute appointment. In the Post Office Service the period of probationary appointment begins from the date of appointment as substitute clerk or carrier.

219. **Reemployment registers.**—An Executive order promulgated by the President on November 29, 1918, provides as follows:

The names of persons in the competitive classified service with unrestricted status who were appointed either permanently or probationally, and who have served less than three years, and who are separated from the service because of a reduction of force, and who are recommended for further employment by the Government because of demonstrated efficiency in the office from which they are separated, will, upon request, be entered by the Civil Service Commission upon appropriate eligible registers for reappointment eligibility thereon, to continue for one year from date of separation. \* \* \*

220. The order applies to the field services outside of Washington as well as to the service at Washington.

221. The names of those found eligible will be reentered upon registers corresponding to those from which they were appointed in accordance with their examination ratings. These registers will be separate and apart from the registers from current examinations. Certification will be made from the head of those registers, three names being certified for each vacancy. The appointing officer may select any one of the three eligibles for filling a vacancy.

222. **Reinstatement lists.**—The Executive order of November 29, 1918, providing for the establishment of reemployment registers for the certification for appointment of efficient persons dropped by reduction of force (see par. 219), applies only to persons who have served less than three years. Persons of three or more years' service are eligible for transfer, if dropped by reduction of force; and being eligible for transfer, the order referred to does not extend to them. In view of the lessened



opportunities for securing transfer of those persons who have had three or more years' service, the commission, in order to aid to the extent of its power, will enter their names upon a list for reinstatement, to be certified in connection with eligibles on the reemployment registers. Application for entry on this list may be made on the same blank as that used for requests for entry on reemployment registers.

**223. Restoration and extension of eligibility of soldiers, sailors, and marines.**—An act of Congress approved March 1, 1919, contains the following provision:

That the period of time during which soldiers, sailors, and marines, both enlisted and drafted men, who, prior to entering the service of their country, had a civil-service status, and whose names appear upon the eligible list of the Civil Service Commission, shall not be counted against them in the determination of their eligibility for appointment under the law, rules, and regulations of the Civil Service Commission now in effect, and at the time of demobilization their civil-service status shall be the same as when they entered the service.

**224.** A person entitled to the benefit of this provision of law, and who desires to avail himself of it, should make request upon the district secretary, accompanying the request with his discharge certificate, or a certified copy of the certificate, or an affidavit certifying that he was in the military service, and stating his rank, the organization in which he served, and the dates of his enlistment and discharge. This information is needed in order to determine the period for which eligibility should be extended and the date on which the extension should begin.

**225. Reinstatement of civil-service employees who entered the military or naval service.**—The President promulgated the following Executive order on July 18, 1918:

A person leaving the classified civil service to engage in the military or naval service of the Government during the present war with Germany and who has been honorably discharged may be reinstated in the civil service at any time within five years after his discharge, provided that at the time of reinstatement he has the required fitness to perform the duties of the position to which reinstatement is sought.

**226.** An act of Congress, approved February 25, 1919, provides as follows:

That all former Government employees who have been drafted or enlisted in the military service of the United States in the war with Germany shall be reinstated on application to their former positions if they have received an honorable discharge and are qualified to perform the duties of the position.

**227. Veteran preference.**—An act of Congress, approved July 11, 1919, provides:

That hereafter in making appointments to clerical and other positions in the Executive branch of the Government in the District of Columbia or elsewhere, preference shall be given to honorably discharged soldiers, sailors, and marines, and widows of such and to the wives of injured soldiers, sailors, and marines who themselves are not qualified, but whose wives are qualified to hold such positions.

**228.** Preference under the act of July 11, 1919, does not apply to promotion examinations or to examinations for the Philippine Service.

**229. Submission of Proof.**—Applicants entitled to preference because of military or naval service should *attach to their applications* their original discharge, or a photographic or certified copy thereof, or an official statement from the War or Navy Department showing record of service. If, because of disability, the applicant is entitled to a pension under authorization of the Pension Bureau, or to compensation or training under the Veterans' Bureau, he should also submit his pension certificate or a certified or photographic copy thereof, or a certificate from the Veterans' Bureau, showing that he is entitled to compensation or training under that bureau. Such papers submitted will be returned to the applicant.

**230. Benefits allowed under the law.**—On March 3, 1923, the President issued an Executive order defining, as outlined below, the benefits which shall be accorded to persons entitled to preference because of military or naval service under the act of July 11, 1919.

**231. Examination.**—An applicant who has been allowed preference by the commission has the following advantages:

(a) He is released from all age limitations except those required by the retirement law.

(b) He is released from height and weight requirements except for the positions of watchman, guard, and policeman.

(c) He is released from the physical requirements established for any position if he is a disabled, honorably discharged soldier, sailor, or marine, *provided* he has completed an appropriate and sufficient rehabilitatory course of training under the United States Veterans' Bureau for the duties of the class of positions in which employment is sought. The commission may, in its discretion, waive the physical requirement in the case of a disabled veteran not so trained.

(d) He is required to *earn* an average percentage of only 65 (or 60, if he is a disabled veteran) in order to be eligible.

(e) To his *earned* rating in an examination will be added five points (or ten points, if he is a disabled veteran).

232. *Eligibility and certification.*—For eligibility, a rating of 70 per cent is required of all applicants. After the papers of an applicant entitled to preference have been rated, five points (or ten points, if he is a disabled veteran) are added. His name is then placed on the register with other eligibles and is certified in the order of his *augmented* rating, and, when thus augmented, will precede the names of non-veterans with equal ratings.

233. *Appointment.*—An appointing officer who passes over the name of a veteran and selects a nonveteran with the same or a lower rating from a certificate of eligibles must place his reasons for so doing in the department's records.

234. *Removal and reduction.*—In the event of reductions being made in any part of the classified service, no person entitled to preference in original appointment shall be discharged or dropped or reduced in rank or salary if his record is good.

235. *Reinstatement.*—The period of eligibility for reinstatement of a veteran, or an Army nurse who served in time of war, or the widow of a veteran who was his wife while he was in the military service, is five years.

## DESCRIPTIONS OF EXAMINATIONS.

General clerical. (Time allowed, see under subjects.)		Minor clerical, or second-grade. (Time allowed, 2 hours.)		Subclerical, or third-grade. (Time allowed, 2 hours.)	
Subjects.	Relative weights.	Subjects.	Relative weights.	Subjects.	Relative weights.
1. Spelling (15 min.).....	20	1. Spelling.....	10	1. Spelling.....	20
2. Penmanship.....	10	2. Penmanship.....	20	2. Penmanship.....	20
3. Clerical tests (20 min.).....	50	3. Copying from plain copy.....	20	3. Copying from plain copy.....	20
4. Arithmetic (1½ hrs.).....	20	4. Letter writing.....	20	4. Letter writing.....	20
		5. Arithmetic.....	30	5. Arithmetic.....	20
Total.....	100	Total.....	100	Total.....	100

## SPECIMEN QUESTIONS.

### GENERAL CLERICAL EXAMINATION.

**1. SPELLING:** Forty sentences, some of which contain misspelled words of more than average difficulty. **2. PENMANSHIP:** Rated on legibility, rapidity, and general appearance. **3. CLERICAL TESTS:** Designed to test the competitor's ability to perform quickly and intelligently various kinds of actual clerical work. **4. ARITHMETIC.**

The following questions and tests indicate the general character of these subjects:

**First Subject—Spelling.**—Sentences with misspelled words designed to test the competitor's ability to spell correctly and to detect misspelled words.

In some of the sentences below one word has been misspelled. Examine each sentence carefully. If you find a word spelled incorrectly, write it *correctly* on the line at the right. If, in any sentence, you find all words correctly spelled, write "correct" on the line at the right.

*Samples*—{ The secretary to the financier is innocent..... *secretary.*  
They erected a monument in the cemetery..... *correct.*

**Second Subject—Penmanship.**—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words and letters in the first subject—spelling. No particular style of penmanship is preferred.

**Third Subject—Clerical tests.**—Designed to test the competitor's ability to perform quickly and intelligently various kinds of actual clerical work. This test will require no special preparation on the part of the competitor.

**Fourth Subject—Arithmetic.**—The test in this subject consists of forty practical problems involving the fundamental operations, common and decimal fractions, percentage, and their business application.

### MINOR CLERICAL, OR SECOND-GRADE, EXAMINATION.

**1. SPELLING:** Twenty words of average difficulty in common use. **2. PENMANSHIP:** Rated on legibility, rapidity, neatness, general appearance, etc. **3. COPYING FROM PLAIN COPY.** An exact copy of a few printed lines in the competitor's handwriting. **4. LETTER WRITING:** Test in the use of the English language for business correspondence. **5. ARITHMETIC:** Embraces addition, subtraction, multiplication, and division of whole numbers, common and decimal fractions, the ordinary weights and measures, United States money, and simple percentage.

### SPECIMEN QUESTIONS.

The following questions and tests, which have been used, indicate the general character of these subjects:

**First Subject—Spelling.**—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

*Opponent:* One who opposes; as, a political opponent. *President:* The Chief Executive of the United States. *Conqueror:* One who conquers. *Wholesome:* Healthful; as, wholesome food. *Achieve:* To gain; as, to achieve success. *Tranquil:* Quiet or peaceful. *Detach:* To separate or remove; as, detach a leaf



from a book. *Expensive*: Very costly. *Decease*: Death; as, a person's decease. *Noticeable*: Worthy of notice; as, a noticeable occasion. *Suspicious*: Exciting suspicion; as, a suspicious circumstance. *Terrace*: A raised bank of earth. *Rapping*: Making a number of quick blows. *Language*: The speech of a people; as, the English language. *Schedule*: A list or inventory; as, a schedule of prices. *Tying*: Binding or fastening with a cord. *Vulgar*: Low or mean. *Course*: A way or track; as, a race course. *Salary*: A stated allowance paid for services. *Chicago*: A city in the United States.

**Second Subject—Penmanship.**—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the subject of copying from plain copy. No particular style of penmanship is preferred.

**Third Subject—Copying from Plain Copy.**—This exercise consists in the copying of a selection of about 100 words in length. The competitor is to paragraph, spell, capitalize, and punctuate precisely as in the copy. No attempt should be made to copy the exercise line for line, as the printed exercise necessarily takes less room than that used in writing out the exercise. Do not write the place and date of examination or the examination number or the directions printed above the exercise as a part of the plain copy.

Penmanship is rated on this exercise; therefore no additional sheet will be furnished for the subject of penmanship.

**Fourth Subject—Letter Writing.**—The competitor is permitted to write on either of two subjects given. He should first read the printed instructions on the examination sheet. The following subject has been used:

Write a letter between 100 and 125 words in length giving your view as to the advantages derived from free public libraries in the principal cities of your State.

The purpose of this exercise is to test skill in English composition and intelligence as shown in the treatment of the subject selected. In rating the letter, spelling, capitalization, punctuation, syntax, style, and treatment of the subject will be considered.

**Fifth Subject—Arithmetic.**—The test in this subject consists of a number of short practical problems involving addition, subtraction, multiplication, division, common and decimal fractions, ordinary weights and measures, United States money, and simple percentage. Pencil may be used for trial figures on the margin of the examination sheet. The answers must be written in ink in the column provided.

#### SUBCLERICAL, OR THIRD-GRADE, EXAMINATION.

**1. SPELLING:** Test in finding misspelled words in sentences and spelling them correctly. **2. PENMANSHIP:** Marked on legibility, rapidity, neatness, and general appearance. **3. COPYING FROM PLAIN COPY:** An exact copy of a few printed lines, in competitor's handwriting. **4. LETTER WRITING:** Test in the use of the English language for business correspondence. **5. ARITHMETIC:** Embraces addition, subtraction, multiplication, and division of whole numbers and of United States money, and common fractions.

The following questions and tests, which have been used, indicate the general character of these subjects:

**First Subject—Spelling.**—Sentences with misspelled words designed to test the competitor's ability to spell correctly and to find misspelled words.

In each of the sentences given one word has been misspelled. Examine each sentence carefully. Find the word spelled incorrectly and spell it *correctly* on the line at the right. The sample is marked as it should be.

*Sample.*—Thirteen is the number after twelve..... *thirteen.*

**Second Subject—Penmanship.**—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the third subject, Copying from plain copy. No particular style of penmanship is preferred.

**Third Subject—Copying from plain copy.**—[Paragraph, spell, capitalize, and punctuate as in the copy. All omissions and mistakes will be taken into consideration in rating this subject.]

*Make an exact written copy of the following:*

The present postal policy is to carry newspapers in some cases free, and in all other cases at much lower rates of postage than is charged for letters; the one being for the public weal, while the other is for private benefit. If the telegraph becomes a part of the service, it will still be the duty of the Department to transmit telegrams for the press at much lower rates than for private individuals.

**Fourth Subject—Letter Writing.**—The competitor is permitted to write on either of two subjects given. The following subject has been used:

Write a letter of not less than 100 words stating some of the advantages now derived by mankind from the art of printing. This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter, spelling, capitalization, punctuation, syntax, and style, and treatment of the subject will be considered.

**Fifth Subject—Arithmetic.**—The test in this subject consists of a number of short, practical problems, involving addition, subtraction, multiplication, and division of whole numbers, and United States money, and simple problems in common fractions.



**USE THIS BLANK WHEN WRITING FOR APPLICATION  
FORM.**

Persons desiring to be examined for any of the positions referred to in this pamphlet *should first read carefully the instructions contained in the pamphlet.* If an examination is to be held, the blank form below should be torn off, filled out, and mailed to the district secretary.

Form 1372—Request.

....., 192 .

SECRETARY, TWELFTH U. S. CIVIL SERVICE DISTRICT,  
*San Francisco, Calif.*

Please mail to the address given below application form No....., in order that I may take the..... examination  
at.....  
on.....  
(Date.)

Signature, .....

Address, .....  
.....

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**ATTACH SUFFICIENT POSTAGE TO ALL COMMUNICATIONS. NEVER INCLOSE STAMPS FOR A REPLY FROM THE DISTRICT SECRETARY. WRITE YOUR NAME AND ADDRESS IN THE UPPER LEFT-HAND CORNER OF THE ENVELOPE.**







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